



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : OT down due to check inverter and battery for Shwe Dagar customer .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	1-Nov-24	Ywet Nu Wai		8:00AM	5:00PM	8	9600	
2	1-Nov-24	Cho Zin Thet		8:00AM	5:00PM	8	9600	
3	1-Nov-24	Myo Thandar Kyaw		8:00AM	5:00PM	8	9600	
4	1-Nov-24	Nyein Ko Ko Win		8:00AM	5:00PM	8	8000	
<b>Total Hours</b>						<b>32</b>	<b>36,800</b>	
<b>Total Amount</b>								

Prepared By: Phway Yu Mon (Signature)  
 Name: Phway Yu Mon

Knowledge By: Tele Approve (Signature)  
 Name: Aung Ko Ko Oo

Approved By: Phyo Thu (Signature)  
 Name: Phyo Thu

Check By HR: Nyein Ei Ei Khaing (Signature)  
 Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT dwon due to location arrangement battery and inverter at HO, CE2 & Winfood.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	3-Nov-24	Myo Thandar Kyaw		8:00AM	6:30PM	9.5	11400	
2	3-Nov-24	Shwe Sin Htike		8:00AM	6:30PM	9.5	11400	
3	3-Nov-24	Shoon Lac Oo		8:00AM	6:30PM	9.5	11400	
4	3-Nov-24	Win Htut Aung		8:00AM	6:30PM	9.5	11400	
5	3-Nov-24	Nyein Ko Ko Win		8:00AM	6:30PM	9.5	9500	
<b>Total Hours</b>						<b>47.5</b>	<b>55,100</b>	
<b>Total Amount</b>								

Prepared By: Phway Yu Mon (Signature)  
 Name: Phway Yu Mon

Knowledge By: Tele Approve (Signature)  
 Name: Aung Ko Ko Oo

Approved By: Phyo Thu (Signature)  
 Name: Phyo Thu

Check By HR: Nyein Ei Ei Khaing (Signature)  
 Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy

Department : Service

Reason for Overtime :OT down due to ESS installation at U Aung Ko Han ( North Dagon ) .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	7-Nov-24	Win Htut Aung		5:00PM	9:00 PM	4	4800	
2	7-Nov-24	Shwe Sin Htike		5:00PM	9:00 PM	4	4800	
3	7-Nov-24	Nyein Ko Ko Win		5:00PM	9:00 PM	4	4000	
4	7-Nov-24	Saw Lin Htay Aung		5:00PM	9:00 PM	4	4000	
						<b>Total Hours</b>	16	
						<b>Total Amount</b>	17,600	

Prepared By

Knowledged By

Approved By  
(GM/AGM/COO)

Check By HR

.....  
Name: Phway Yu Mon

.....Tele Approve.....  
Name: Aung Ko Ko Oo

.....  
Name: Phyo Thu

.....9/12/24  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy

Department : Service

Reason for Overtime :OT down due to online service battery software update with anydesk for customer U Min Naing & Tachileik branch .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9-Nov-24	Ywet Nu Wai		8:00 AM	1:30PM	5	6000	
						<b>Total Hours</b>	5	
						<b>Total Amount</b>	6,000	

Prepared By

Knowledged By

Approved By

Check By HR

.....  
Name: Phway Yu Mon

.....Tele Approve.....  
Name: Aung Ko Ko Oo

.....  
Name: Phyo Thu

.....9/12/24  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to solar system installation at U Wanna Aung( Mingaladon ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	9-Nov-24	Win Htut Aung		8:00AM	6:30 PM	9.5	11400	
2	9-Nov-24	Shwe Sin Htike		8:00AM	6:30 PM	9.5	11400	
3	9-Nov-24	Hnin Nandar		8:00AM	6:30 PM	9.5	11400	
						<b>Total Hours</b>	<b>28.5</b>	
						<b>Total Amount</b>	<b>34,200</b>	

Prepared By: Phyo Thu Name: Phway Yu Mon  
 Knowledgeged By: Tele Approve Name: Aung Ko Ko Oo  
 Approved By: [Signature] Name: Phyo Thu  
 Check By HR: [Signature] Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to Battery 12pc installation at Compass Auto ( Mingaladon ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	10-Nov-24	Ywet Nu Wai		8:00AM	6:30PM	9.5	11400	
						<b>Total Hours</b>	<b>9.5</b>	
						<b>Total Amount</b>	<b>11,400</b>	

Prepared By: Phyo Thu Name: Phway Yu Mon  
 Knowledgeged By: Tele Approve Name: Aung Ko Ko Oo  
 Approved By: [Signature] Name: Phyo Thu  
 Check By HR: [Signature] Name: Nyein Ei Ei Khaing  
 05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime : Ot down due to solar installation at U Wanna Aung ( Mingaladon ) .

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	11-Nov-24	Win Htut Aung		5:00PM	8:00PM	3	3600	
2	11-Nov-24	Maung Maung		5:00PM	8:00PM	3	3600	
3	11-Nov-24	Zwel Pyae Sone Aung		5:00PM	8:00PM	3	3600	
4	11-Nov-24	Lin Htay Aung		5:00PM	8:00PM	3	3000	
						<b>Total Hours</b>	12	
						<b>Total Amount</b>	13,800	

Prepared By  
*Phway Yu Mon*  
Name: Phway Yu Mon

Knowledged By  
*Tele Approve*  
Name: Aung Ko Ko Oo

Approved By  
(GM/AGM/COO)  
*Phyo Thu*  
Name: Phyo Thu

Check By HR  
*Nyein Ei Ei Khaing*  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to battery firmware upgraded online service for Maubin customer U Myo Gyi with anydesk.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	13-Nov-24	Ywet Nu Wai		6:30PM	7:30PM	1	1200	
						<b>Total Hours</b>	1	
						<b>Total Amount</b>	1,200	

Prepared By  
*Phway Yu Mon*  
Name: Phway Yu Mon

Knowledged By  
*Tele Approve*  
Name: Aung Ko Ko Oo

Approved By  
*Phyo Thu*  
Name: Phyo Thu

Check By HR  
*Nyein Ei Ei Khaing*  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to ATS inspection for Ko Wai Phyo ( Thingangyun).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	15-Nov-24	Maung Maung		11:00AM	5:00PM	5.5	6600	
2	15-Nov-24	Cho Zin Thet		11:00AM	5:00PM	5.5	6600	
						<b>Total Hours</b>	11	
						<b>Total Amount</b>	13,200	

Prepared By

Knownledged By

Approved By  
(GM/AGM/COO)

Check By HR

*Phway Yu Mon*  
Name: Phway Yu Mon

*Tele Approve*  
Name: Aung Ko Ko Oo

*Phyo Thu*  
Name: Phyo Thu

*Nyein Ei Ei Khaing*  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :OT down due to fimware upgraded online service for Kalay Customer U Min Naing.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	17-Nov-24	Ywet Nu Wai		9:30AM	12:30PM	3	3600	
						<b>Total Hours</b>	3	
						<b>Total Amount</b>	3,600	

Prepared By

Knownledged By

Approved By

Check By HR

*Phway Yu Mon*  
Name: Phway Yu Mon

*Tele Approve*  
Name: Aung Ko Ko Oo

*Phyo Thu*  
Name: Phyo Thu

*Nyein Ei Ei Khaing*  
Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :Ot down due to installation 50kW inverter at Compass Auto ( Mingaladon ).

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	19-Nov-24	Nay Win Myint		5:00PM	7:30PM	2.5	3000	
2	19-Nov-24	Zwel Pyae Sone Aung		5:00PM	7:30PM	2.5	3000	
						<b>Total Hours</b>	5	
						<b>Total Amount</b>	6,000	

Prepared By

*Phway Yu Mon*

Name: Phway Yu Mon

Knownledged By

*Tele Approve*

Name: Aung Ko Ko Oo

Approved By  
(GM/AGM/COO)

*Phyo Thu*

Name: Phyo Thu

Check By HR

*Nyein Ei Ei Khaing*  
9/12/24

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04



# OVERTIME REQUEST FORM

BU/BR/Div Name : Renewable Energy  
Department : Service

Reason for Overtime :Ot down due to battery and cable delivery & Cash in at HO & Pearl Myo Thit & Mindama.

No	Date	Name	Rank	Time		Hours	Amount	Remark
				From	To			
1	23-Nov-24	Win Yan Paing		8:00AM	3:00PM	6.5	7800	
2	23-Nov-24	Win Htut Aung		8:00AM	3:00PM	6.5	7800	
						<b>Total Hours</b>	13	
						<b>Total Amount</b>	15,600	

Prepared By

*Phway Yu Mon*

Name: Phway Yu Mon

Knownledged By

*Tele Approve*

Name: Aung Ko Ko Oo

Approved By

*Phyo Thu*

Name: Phyo Thu

Check By HR

*Nyein Ei Ei Khaing*  
9/12/24

Name: Nyein Ei Ei Khaing  
05-CHL-HRM-FRM-020-04

**Over Times Charges Record**

Date	Name	Time		Hours	Amount	Total Hrs	Total Amount	Reasons
		From	To					
1-Nov-24	Ywet Nu Wai	8:00AM	5:00PM	8	9600	32	36800	OT down due to check inverter and battery for Shwe Dagar customer
1-Nov-24	Cho Zin Thet	8:00AM	5:00PM	8	9600			
1-Nov-24	Myo Thandar Kyaw	8:00AM	5:00PM	8	9600			
1-Nov-24	Nyein Ko Ko Win	8:00AM	5:00PM	8	8000			
3-Nov-24	Myo Thandar Kyaw	8:00AM	6:30PM	9.5	11400	47.5	55100	OT down due to location arrangement battery and inverter at HO, CE2 & Winfood
3-Nov-24	Shwe Sin Htike	8:00AM	6:30PM	9.5	11400			
3-Nov-24	Shoon Lae Oo	8:00AM	6:30PM	9.5	11400			
3-Nov-24	Win Htut Aung	8:00AM	6:30PM	9.5	11400			
3-Nov-24	Nyein Ko Ko Win	8:00AM	6:30PM	9.5	9500			
7-Nov-24	Win Htut Aung	5:00PM	9:00 PM	4	4800	16	17600	OT down due to ESS installation at U Aung Ko Han ( North Dagon ).
7-Nov-24	Shwe Sin Htike	5:00PM	9:00 PM	4	4800			
7-Nov-24	Nyein Ko Ko Win	5:00PM	9:00 PM	4	4000			
7-Nov-24	Saw Lin Htay Aung	5:00PM	9:00 PM	4	4000			
9-Nov-24	Ywet Nu Wai	8:00 AM	1:30PM	5	6000	5	6000	OT down due to online service battery software update with anydesk for customer U Min Naing & Tachileik branch .
9-Nov-24	Win Htut Aung	8:00AM	6:30 PM	9.5	11400	28.5	34200	OT down due to solar system installation at U Wanna Aung( Mingaladon ).
9-Nov-24	Shwe Sin Htike	8:00AM	6:30 PM	9.5	11400			
9-Nov-24	Hnin Nandar	8:00AM	6:30 PM	9.5	11400			
10-Nov-24	Ywet Nu Wai	8:00AM	6:30PM	9.5	11400	9.5	11400	OT down due to Battery 12pc installation at Compass Auto ( Mingaladon ).
11-Nov-24	Win Htut Aung	5:00PM	8:00PM	3	3600	12	13800	Ot down due to solar installation at U Wanna Aung ( Mingaladon )
11-Nov-24	Maung Maung	5:00PM	8:00PM	3	3600			
11-Nov-24	Zwel Pyae Sone Aung	5:00PM	8:00PM	3	3600			
11-Nov-24	Lin Htay Aung	5:00PM	8:00PM	3	3000			
13-Nov-24	Ywet Nu Wai	6:30PM	7:30PM	1	1200	1	1200	OT down due to battery firmware upgraded online service for Maubin customer U Myo Gyi with anydesk.

15-Nov-24	Maung Maung	11:00AM	5:00PM	5.5	6600	11	13200	OT down due to ATS inspection for Ko Wai Phyo ( Thingangyun)
15-Nov-24	Cho Zin Thet	11:00AM	5:00PM	5.5	6600			
17-Nov-24	Ywet Nu Wai	9:30AM	12:30PM	3	3600	3	3600	OT down due to firmware upgraded online service for Kalay Customer U Min Naing.
19-Nov-24	Nay Win Myint	5:00PM	7:30PM	2.5	3000	5	6000	Ot down due to installation 50kW inverter at Compass Auto ( Mingaladon ).
19-Nov-24	Zwel Pyae Sone Aung	5:00PM	7:30PM	2.5	3000			
23-Nov-24	Win Yan Paing	8:00AM	3:00PM	6.5	7800	13	15600	Ot down due to battery and cable delivery & Cash in at HO & Pearl Myo Thit & Mindama.
23-Nov-24	Win Htut Aung	8:00AM	3:00PM	6.5	7800			
<b>Total</b>						<b>183.5</b>	<b>214500</b>	

